

# **TALS Job Opening: Legal Information Line Staff Attorney**

## **Job Announcement**

### **Legal Information Line Staff Attorney**

### **Tennessee Alliance for Legal Services**

**September 2012**

The Tennessee Alliance for Legal Services (TALS), a statewide non-profit alliance of low-income civil legal service providers is seeking a dynamic, dedicated individual to join our team to staff a newly created statewide toll-free legal information line. A new statewide project of TALS, the information line will be available for citizens, judges, court clerks, and bar association staff to call for information relating to available resources to help Tennessee citizens who need a lawyer but cannot afford one.

## **Responsibilities**

- Evaluating live and message requests for legal assistance, researching appropriate available resources, and directing callers to the appropriate entity or individual who can provide civil legal assistance;
- Entering data into a database showing the number of calls, the geographical area from which they originate, the substantive law area involved, the resource to which they were directed, and other information as needed.
- Compiling data periodically into reports for public and private granting entities, the Tennessee Access to Justice Commission, and other appropriate collaborating partners;
- Collaborating as a key member of the TALS staff team which is dedicated to supporting the civil legal assistance system in Tennessee;
- And, attending meetings, such as lunch meetings or evening board meetings or events to report on the progress of the initiative and/or to promote the use of the toll-free information line.

## **Qualifications**

1. Experience with telephone communication and consultation;
2. Experience working in and familiarity with the Tennessee justice system, legal services, or the non-profit environment;
3. A working knowledge of legal issues, the courts, and pro bono resources available to help unrepresented litigants; Experience or familiarity with many of the substantive areas of poverty law, including health, housing, consumer, family, benefits, juvenile justice, special education, and employment is a preferred;
4. A willingness to sort out and identify complex and difficult client problems;
5. Must be an attorney with an active license to practice law in Tennessee;
6. Experience with making pro bono referrals to agencies, private law firms, limited scope clinics, and other resources such as OnlineTNJustice is preferred;
7. A passion for assisting those in need and a demonstrated commitment to making a difference in the lives of low-income persons and the elderly in Tennessee.

## **Compensation**

TALS offers excellent benefits and a small office environment where individual initiative, cooperative teamwork, creativity and problem-solving are highly valued.

Salary is commensurate with experience and qualifications.  
Some state and regional travel expected.

## **Position Term**

It is anticipated that this position will begin in the fourth quarter of 2012. Funding is secured for a 36-month period during which time the success of the initiative will be evaluated. Additional funding for future years may be sought.

## **Equal Opportunity Employer**

Women, minorities, and persons with disabilities are encouraged to apply.

Interested persons should send an application package consisting of a cover letter outlining qualifications, resume, and 3 professional references to:

## **Tennessee Alliance for Legal Services Search Team**

**Via email:** [ecole@tals.org](mailto:ecole@tals.org)

**Via Fax:** 615-627-0964

Via mail:

**Tennessee Alliance for Legal Services  
Information Line Attorney Search  
50 Vantage Way, Suite 250  
Nashville, TN 37228**

No phone calls please.

Due to the large number of applicants, only those selected for an interview will be contacted.

Thank you for your interest in TALS!

Last updated on September 21, 2012.

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